

~~SECRET~~

Office Memorandum • UNITED STATES GOVERNMENT

TO : Deputy Assistant Director for Personnel **DATE:** 24 September 1954
ATTN : Classification and Wage Division

FROM : Chief, Administration & Training Staff
Security Office

SUBJECT: Change in Table of Organization - Request for
Reclassification of Position

1. It is requested that position T13, Secretary (Steno), GS-5, in the Alien Affairs Staff be reclassified to GS-7, Secretary (Steno). The position of Chief, Alien Affairs Staff was recently upgraded to a GS-15 and it is felt that the importance of this operation to the mission of the Agency justifies this reclassification. A Position Description covering the duties of the position is attached.

2. It is also requested that the Courier position in the Operational Support/Special Inquiry Section of the Special Security Division, T374.01, be reclassified to a Courier, GS-5. A Position Description of the duties of this position is also attached.

25X1



Attachments:
Position Descriptions (2)

SO/A&TS/HES:jg (24 Sept '54)

Distribution:
2 - Addressee (Orig & 1)
1 - SO File

#889
JES
9-27-54

~~SECRET~~

Approved For Release 2007/02/16 : CIA-RDP78-03568A000900080030-1

Page Denied